

APPLICATION FOR OCCUPANCY

Applicant's Name: _____ Date: _____

Size Apartment Desired: _____ Date Needed By: _____

All persons to Occupy Apartment:

FULL NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	SOCIAL SECURITY #
1. _____	Myself	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Present Address: _____

Street
Apt. #
City
State
Zip
Phone #

Home Phone #: (____) _____ Work Phone #: (____) _____ Cell Phone #: (____) _____
 Email: _____

Landlord or Mortgagee: _____

Company
Contact
Phone #

Monthly Payment: \$ _____ Length of Occupancy: _____ Lease Expires: _____

Yrs.
Mos.

Reason for Moving: _____

Previous Address: _____

Street
Apt. #
City
State
Zip
Phone #

Landlord or Mortgagee: _____

Company
Contact
Phone #

Monthly Payment: \$ _____ Length of Occupancy: _____ Lease Expires _____

Yrs.
Mos.

Reason for Moving: _____

Have you ever lived at this Apartment Community? Yes No If yes, under what name? _____

At What Address: _____ Dates: _____

Applicant's Employer: _____ How long? _____

Address: _____ Phone #: _____

Position: _____ Supervisor: _____

Monthly Income: \$ _____ Other Income (Social Security/Pension): \$ _____

Do you have a pet? Yes No

If yes, Number of pets: _____ Breed: _____ Weight: _____

BOND PROPERTIES ONLY

Assets: Equity in Real Property \$ _____ Savings/CD's \$ _____ Stocks/Bonds \$ _____ Other \$ _____

Banking Institution Verifying Assets: _____ Address: _____

Co-Applicant's Employer: _____ How long? _____

Address: _____ Phone #: _____

Position: _____ Supervisor: _____

Monthly Income: \$ _____ Other Income (Social Security/Pension): \$ _____

(CONTINUED ON NEXT PAGE)

BOND PROPERTIES ONLY

Assets: Equity in Real Property \$ _____ Savings/CD's \$ _____ Stocks/Bonds \$ _____ Other \$ _____

Banking Institution Verifying Assets: _____ Address: _____

Has any person who is identified as an occupant above ever been convicted of (including guilty plea) any misdemeanor or felony? If so, explain here: _____

Is any person who is identified as an occupant above required to register, under the law of any state or of the United States, as a sex offender, domestic abuser or child molester? If so, explain here: _____

Does any person who is identified as an occupant above currently use or consume any controlled substance without a valid prescription? If so, explain here: _____

Applicant(s) hereby applies for an apartment and agrees as follows:

- (1) That the deposit is earnest money. In the event an apartment is offered and a lease agreement is not executed, for any reason, deposit will be retained and applied to the costs of processing application and obtaining another resident for apartment.
- (2) That my deposit will be refunded if my application is rejected by you, less application fee.
- (3) That, in the event my check is returned to you for non-payment, I will be charged, in addition to the original application fee and hold deposit, an NSF Fee of \$50.00.
- (4) That, in the event any statement contained herein is untrue, application will be rejected and deposit will be retained to offset costs of processing, of obtaining resident for apartment, and other sales costs incurred in relation to applicant(s). In the event such untruth is discovered after execution of a lease, such lease will be voidable in the sole discretion of owner/landlord.
- (5) That neither applicant(s) nor any occupant or guest obtains any rights from, or is entitled to rely upon, any investigation or process undertaken by the owner/landlord as to any other applicant or resident.

I certify that all of the above statements are true and complete. Inquiries may be made to verify the statements herein. I understand that a credit report may be made to establish my eligibility for an apartment and my signature below authorizes the investigation.

Signature _____ Date _____

Signature _____ Date _____

Application Received By: _____ Date _____

Print Name: _____

FOR OFFICE USE ONLY

Applicant Name _____ Social Security Number _____
 Co-Applicant Name _____ Social Security Number _____

<input type="checkbox"/> HOLD DEPOSIT PAID	<input type="checkbox"/> APPLICATION FEE PAID	DATE PD: _____
<input type="checkbox"/> ASSIGNED UNIT:	PHASE # _____ BLDG # _____	APT. # _____
<input type="checkbox"/> UNASSIGNED	DATE APT. NEEDED: _____	
SIZE APT. _____ BASE RENT \$ _____ LEASE TERM _____		
SPECIALS? _____		
AGENT: _____		

REFERENCE REPORT

1. RENTAL REFERENCES

PRESENT LANDLORD

PREVIOUS LANDLORD

RENT PAID PROMPTLY?		
AMOUNT OF RENT?		
LENGTH OF RESIDENCY?		
WERE THERE ANY PETS?		
DISTURBANCE PROBLEMS?		
LEASE VIOLATIONS?		
DO YOU RECOMMEND?		
PERSON SPOKE WITH:		
DATE INFO RECEIVED:		

2. EMPLOYMENT VERIFICATION

	SALARY VERIFIED AT:	IS EMPLOYMENT PERMANENT? (if applicable)	LENGTH OF EMPLOYMENT	NAME OF PERSON SPOKE WITH:
APPLICANT				
CO-APPLICANT				

3. CREDIT REPORT RECEIVED FROM CREDIT BUREAU FOR EACH ADULT APPLICANT:

CREDIT REPORT SATISFACTORY YES NO
 ATTACH CREDIT REPORT(S)

FOR MANAGER'S USE ONLY			
<input type="checkbox"/>	APPROVED _____	DATE _____	BY: _____
<input type="checkbox"/>	REJECTED _____	DATE _____	BY: _____
REASON(S) _____			
REJECTION LETTER SENT: _____ DATE: _____			

IF ACCEPTED, SCHEDULE MOVE-IN. APPLICATION ENTERED INTO ONESITE: ____/____/____

MOVE-IN DATE: DAY _____ DATE _____ TIME _____

PROCEED WITH RESIDENT PROCESSING CHECKLIST